



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
DIVISION OF CHILD SUPPORT (DCS)

NEW HIRE REPORTING METHODS AND INSTRUCTIONS

INTERNET REPORTING ADDRESS

www.dshs.wa.gov/newhire/

TELEPHONE REPORTING

Call 1-800-562-0479 and select menu option #3 to speak with one of our staff to report new or rehired employees by telephone. Operators are available Monday through Friday from 7 a.m. until 5:15 p.m. Automatic voice recording is available all other hours, seven days a week.

FAX REPORTING

Fax reports to 1-800-782-0624. **If you use another company's fax machine to send your report, please write your company's name and telephone number on the cover sheet and report.**

REPORT FORMS

You may use the form printed below, W-4 forms, and other lists to report new or rehired employees. Page 2 shows other ways to report new or rehired employees. Do not use I-9 forms to report new or rehired employees.

PLEASE MAKE COPIES OF THIS FORM FOR FUTURE REPORTING OR CALL (800) 562-0479 TO REQUEST A PACKET CONTAINING AN EXPANDED VERSION OF THIS FORM.

| | | |
|-----------------------------------|----------------|---------------------|
| EMPLOYER NAME AND ADDRESS | | |
| EMPLOYER FEDERAL ID NUMBER (FEIN) | | |
| NEW OR REHIRED EMPLOYEES | | |
| EMPLOYEE NAME | | |
| EMPLOYEE ADDRESS | | |
| EMPLOYEE CITY | EMPLOYEE STATE | EMPLOYEE ZIP CODE |
| EMPLOYEE SOCIAL SECURITY NUMBER | | EMPLOYEE BIRTH DATE |
| EMPLOYEE NAME | | |
| EMPLOYEE ADDRESS | | |
| EMPLOYEE CITY | EMPLOYEE STATE | EMPLOYEE ZIP CODE |
| EMPLOYEE SOCIAL SECURITY NUMBER | | EMPLOYEE BIRTH DATE |

MAGNETIC MEDIA REPORTING

Please use unlabeled diskettes, tapes, or cartridges. All reports on magnetic media must be year 2000 compliant. If requested, we return diskettes, tapes, and cartridges. For record layout information, please call the number listed below and ask for the magnetic reporting help desk.

Address diskette, tape, and cartridge volume file characteristics as follows:

| | TAPE | 3480 CARTRIDGE | DISKETTE |
|-------------------|----------------------|-----------------------|-----------------|
| Configuration | 9 Track, Odd Parity | 18 Track | IBM Compatible |
| Character Code | EBCDIC | EBCDIC | |
| Recording Density | 6250 BPI | N/A | |
| Volume Labels | None | None | |
| File Labels | None | None | |
| Blocking Factor | 36 Records Per Block | 36 records Per Block | |
| Block Size | 8,676 Characters | 8,676 Characters | |
| Record Length | 241 | 241 | 241 |

COMPUTER PRINTOUT & LISTING REPORTING

You can use computer printouts or lists to report new or rehired employees. However, we prefer Internet reporting whenever possible. Each printout or list must contain the information listed on page 1 of this form. Use 10 to 12 points font size to ensure readability.

Mail Reports To:

ISSD DATA CONTROL
NEW HIRE DIRECTORY
PO BOX 9023
OLYMPIA WA 98507-9023

U.P.S. Tape or Cartridge Reports To:

ISSD DATA CONTROL
NEW HIRE DIRECTORY
14TH AND JEFFERSON
MS:45889
OLYMPIA WA 98504-5889

MULTI-STATE EMPLOYER REGISTRATION

Employers doing business in more than one state may select one state to report new or rehired employees. To register as a multi-state employer, call the National Registry at (202) 401-9267 or fax your request to (410) 277-9325 (9:00 a.m. - 4:00 p.m. Eastern time) or write to:

OFFICE OF CHILD SUPPORT ENFORCEMENT
MULTISTATE EMPLOYER NOTIFICATION
PO BOX 509
RANDALLS TOWN MD 21133-0509

QUESTIONS

E-mail your questions to dcshire@dshs.wa.gov or call (800) 562-0479 (select option #2).

No person because of race, color, national origin, creed, religion, sex, age, or disability, shall be discriminated against in employment, services, or any aspect of the program's activities. This form is available in alternative formats upon request.